

# **LPMT EXECUTIVE COMMITTEE AGENDA**

**AUGUST 2004**

## **Conference Call**

3:00-3:05 **Welcome/Approval**

- Approve July 2004 minutes (Carole)

3:05- 3:15 **Treasurer's Report (A.J.)**

3:15-3:20 **Introduction**

- Introduction of all attendees: 30 seconds each

3:20-3:25 **Reminders/Time-line**

- August 13: deadline for speakers to send Ed Bernard their Fresno seminar materials
- August 13, 2004: Deadline to submit SEI program proposals to Jim Robinson
- Aug. 18: Annual meeting Seminar materials due to Edward Bernard
- Sept. 2 from 3-5 p.m.: Next Ex Com meeting (conference call)
- September 9: Fresno LPMT annual seminar
- Oct. 7-10: Annual meeting--Fill out speaker registration forms and make hotel reservations; RSVP to Edward B for Friday night dinner, Sat. Ex com meeting and Brown Sisters' lunch; Need any tickets to Brown sisters' lunch for those other than yourself? (Edward)
- January 28-30, 2005: SEI at the San Francisco Palace Hotel

3:25-3:40 **Misc. announcements and Reports**

### **Fresno conference:**

- Speakers need to make hotel reservations (Edward)
- How can we give notice of the conference to other associations in the Fresno area (e.g. paralegals, ALA, and legal secretaries)? (Mary Helen, Shawn, Dena)

### **Law.com/The Recorder Conference Update:**

- LPMT co-sponsorship of the September 21, 2004 Technology seminar at the Hyatt Regency SF. (Carole and Ed).

### **Labor Law CLE seminars** in 5 cities: San Bernardino, Chico, Oxnard, Fresno and Palm Springs:

- Report on attendance. (Edward)

### **AmBusi/LPMT Report**

- MCLE articles and quizzes on AmBusi site
- give-away offer at our reception
- email blast to our section

### **CD. Report**

- re: Labor Law Section's CD that was redone by Better Business Solutions. (Edward)

### **Council of Section Chairs orientation and business meeting:**

- Report on the Monday, July 26<sup>th</sup> meeting (Marsha and Ed)

### **New Appointees**

3:40-4:45

## **Sub-committee Reports**

### **By-Laws**

- Put over until Sept. or Oct. meeting

3:40-3:55

### **Special Projects**

- Reinstatement of LPMT for MCLE credit: Report re: July 23 MOC meeting in L.A. (Ed).

3:55-4:10

### **Education**

- Annual meeting 2004:
  - Final Schedule of session managers (Neil)
- SEI 2005
  - Send proposals for seminars to Jim@JurisPro.com in the correct form as shown in the Evaluation Policy that Jim sent as an attachment to his recent email (Jim)
  - EX Com meeting on Friday or Saturday at SEI? (Ed P)

4:10-4:25

### **Membership**

- Review Solo Section and Labor Section pricing for new admittees, etc.
- Discuss idea of sending Email solicitation to Local/specialty Bar Associations in August or September to try to get their members to join LPMT (Liaisons would send a similar email solicitation to their associations CA chapters). (Rodger)
- A central "reply to" email address for membership sub-committee is needed. (Rodger)

4:25-4:35

### **Vendor**

- **Letter re: Member Benefits List:** Was letter sent to participating vendors w/ copy of the Bottom Line in which they appeared? (Alex)
- **Member Benefit link:** Should we charge vendors to place their Member Benefit link on LPMT's website (e.g. Judd Kessler wants to know if he can pay to be on the site)? (Carole and Alex)
- **Letter to Vendors re LPMT membership:** Since we voted to require that vendors be members of LPMT to continue offering member benefits someone on committee needs to draft letter.

4:35-4:40

### **Newsletter**

- Articles and mcle quizzes needed/deadline reminders

4:40-4:50

### **LPMT Website**

- Threaded discussion participation
- Site should be updated by end of day Friday with list of all ex com member's books

4:50-5:00

### **Long Range Planning**

Report on plans for Ex Com meeting at annual meeting (Marcia and Ed)

5:00 **New Business and Adjourn by 5:00 p.m.**